

| REPORTS INVENTORY | | | | | | CONTROL NO. | |
|-----------------------------------------------------------------------------------|-------------|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------|-------------------------------------|----------------------|
| PREPARE IN DUPLICATE | | | | | | DDS/OTR/EA - 3 | |
| 1. TITLE OF REPORT (if a fill-in report include Form No.) | | | | | | 2. TYPE OF REPORT | |
| Agency Training | | | | | | <input checked="" type="checkbox"/> | STATISTICAL |
| | | | | | | <input checked="" type="checkbox"/> | NARRATIVE |
| | | | | | | <input type="checkbox"/> | MACHINE-NAME LISTING |
| 3. FUNCTIONAL AREA | | <input checked="" type="checkbox"/> PERSONNEL | <input checked="" type="checkbox"/> TRAINING | ADMIN. GENERAL | | | |
| | | <input checked="" type="checkbox"/> LOGISTICS | <input checked="" type="checkbox"/> SECURITY | OTHER (specify) | | | |
| | | <input checked="" type="checkbox"/> MEDICAL | <input checked="" type="checkbox"/> FINANCE | Clandestine Service | | | |
| 4. NO. OF COPIES PREPARED | | 5. FREQUENCY (weekly, monthly, quarterly, etc.) | | 6. DISTRIBUTION (No. of components not number of copies) | | | |
| Original & 5 | | Annually | | 2 | | | |
| 7. FORMAT (memorandum, form computer print-out, etc) | | 8. ADP PROCESSING | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT | | | |
| Memo | | <input type="checkbox"/> YES | IF YES GIVE ADP PROCESSING NO. | Executive Director-Comptroller | | | |
| | | <input checked="" type="checkbox"/> NO | | | | | |
| 10. PREPARING COMPONENT (include lowest level contributing information to report) | | | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) | | | | |
| EA/Plans | | | 9 (Approx. 110 forms completed in duplicate by components. Form is not an official one. OTR's components submit info in memo form.--4 memos on | | | | |
| | | | 12. COST FACTORS components; 5 on schools) | | | | |
| A. MANUAL PREPARATION AND REVIEW COSTS | | | | | | | |
| GRADE | HOURLY RATE | <input checked="" type="checkbox"/> HOURS PER REPORT | = | COST PER REPORT | <input checked="" type="checkbox"/> TIMES PREPARED | = | COST PER YEAR |
| GS-18 | 17.00 | 1 | = | 17.00 | 1 | = | 17.00 |